

Robert Smith

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Catalog Specialist

SUMMARY

Highly qualified Catalog Specialist with experience in the industry. Enjoy creative problem solving and getting exposure on multiple projects, and I would excel in the collaborative environment on which your company prides itself.

SKILLS

Team Oriented, Solutions Driven Thinker With A Diligent Work Ethic, Exceptional Attention To Detail.

WORK EXPERIENCE

Catalog Specialist

ABC Corporation - July 2011 - December 2011

- Maintained working spreadsheets - cross-referencing information to ensure data was accurate and formatted in a way that translated to a live website.
- Created two Specialty Catalog for publication through Adobe Illustrator for print and distribution.
- Entered all part numbers into Catalog System and linked to all applicable vehicles.
- Leveraged knowledge and experience from a background in Kinesiology, Exercise Science, or related fields to improve processes and drive results.
- Labeled data following a defined set of instructions to support product development.
- Performed, executed, and reported results accurately.
- Performed ambiguous tasks based on changing requirements.

Catalog Specialist

Delta Corporation - 2007 - 2011

- Responsible for all direct sales for existing and prospective customer base.
- Responsible for expanding sales in serviced customers through creating profitable relationships, creating sales promotions, cold calling.
- Quality assurance and testing upwards of 20 titles (both television and films) for the Amazon Instant Video Team.
- Completed comprehensive review processes used to publish digital titles and met daily production goals ranging from 2,000 to 3,000 titles submitted.
- Ensured appropriate decisions were reached on each title request, as well as effectively managed communication with the publisher.
- Worked among various high-level departments such as Content Ingestion and Operations teams to communicate problems, solutions, and implementation.
- customer service with online orders.

EDUCATION

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